

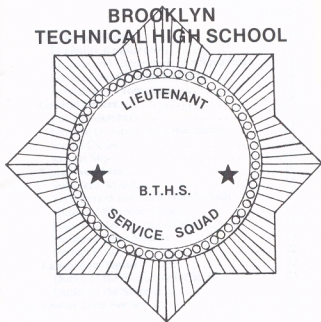
SERVICE SQUAD HANDBOOK



BROOKLYN TECHNICAL
HIGH SCHOOL

SERVICE SQUAD

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TECHNICAL HIGH SCHOOL

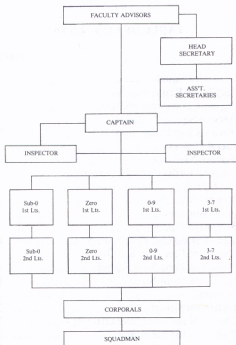


PRINCIPAL
RICHARD BRUCATO

FACULTY ADVISORS
JOSEPH RICHTER
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To the Service Squad:

Throughout Tech's history the members of the Service Squad have assumed responsibilities far beyond those of other students. In accepting this role, they have not only enriched themselves in terms of dignity, self-discipline, character, and self-respect, but they have also set very high standards for other students to emulate.

I congratulate you on your willingness to serve and to accept these responsibilities. I hope that you will continue to make all of us proud of you as you carry on the vital role of the Service Squad in maintaining the fine traditions of Brooklyn Tech.

Sincerely,

Richard Brucato
Principal

THE SERVICE SQUAD

The Service Squad is one of the most important school organizations composed of members of the student body. Its duties consist chiefly of assisting the faculty in maintaining an orderly flow of student traffic inside the school building, guarding the entrances to the building against unauthorized entry during the school day, and seeing that the regulations pertaining to the school are obeyed.

Membership in this organization indicates that a student is willing to give freely of his/her time and effort for the general betterment of Tech. Only those who are desirous of seeing the rules of the school obeyed should apply for membership.

Eligibility Requirements

Only those students recommended by members of the faculty shall be considered for membership on the Service Squad.

Application forms for freshmen and entering sophomores will be distributed by lieutenants to prospective squad members at the beginning of their first term. Any students wishing to join after

the initial distribution should come to the Service Squad Office (BW6) for an application. This application, properly filled out, should be returned by the applicant to the Service Squad Office.

All members of the Service Squad must maintain an average of 75% or better to remain on the squad.

Insignia and Credentials of a Squadman

A Parent Consent Card must be filled out, signed by the parent, and handed in to the lieutenant before a student is permitted to be a member of the Service Squad.

Every squadmember, when on duty, must wear his/her badge. The badge is the symbol of authority granted to the squadman by the school for the performance of his/her duty.



The insignia on the badge symbolizes the following:

1. A crown with the letter "S" represents the highest type of service.
2. The two torches flanking the shield are symbols of integrity.

Service Squad Pledge and Note

All Service Squad members receive a membership card which accompanies the badge. On the back of the card is a pledge. It is the responsibility of all squadmembers to know this pledge.

It reads:

I PROMISE TO PERFORM MY DUTIES TO THE BEST OF MY ABILITY, TO DEAL JUSTLY WITH MY FELLOW STUDENTS; TO DO NOTHING DISHONEST AND TO UPHOLD THE GOOD NAME AND FOLLOW THE RULES OF TECH AND THE SQUAD. I UNDERSTAND THAT IF DISMISSED FOR POOR SCHOLARSHIP OR NEGLECT OF DUTY I AM TO RETURN THIS CARD AND BADGE.

In addition to this pledge is a note which is located at the bottom of the front of the card. It is also the responsibility of every Service Squad member to know this note.

It reads:

THIS CARD AND BADGE MUST BE SHOWN FOR IDENTIFICATION UPON REQUEST OF A TEACHER OR SQUAD OFFICER. WEAR THE BADGE AND CARRY THIS CARD AT ALL TIMES. SATISFACTORY ARRANGEMENTS MUST BE MADE WITH THE PREFECT FOR REPORTING ATTENDANCE.

Membership cards should be kept clean and neat. A card holder is suggested for this purpose.

Awards and Promotion

Service Squad members wishing to obtain their service credits for previous terms should apply for them in BW6. These credits will be available from the Secretariat.

The amount of credits given will be determined by the squadmember's rating for that term.

The executive officers responsible for promotions to the ranks of corporal and lieutenant shall set the requirements for eligibility. Attendance, conduct, scholarship, and overall performance on the squad are taken into

consideration when awarding these ranks. Corporals and lieutenants are chosen by the executive officers with the approval of the faculty advisors.

The final promotion list will be posted in BW6 at the end of each term.

GENERAL ORDERS

For All Members of the Service Squad

1. Personal cleanliness and neatness are required of all members of the Service Squad at all times. During their tours of duty, the officers will inspect their members for these qualities.

2. A member of the Service Squad should consider himself/herself on duty at all times. Whether on post or off, he/she should always be striving to help in maintaining the high standards of Tech.

3. While on post all members must be alert, polite, and have a thorough knowledge of the orders for his/her particular post.

4. Members must report to their posts as promptly as possible.

5. Members shall not leave their posts until properly relieved.

6. Your badge does not entitle you to leave a class without the teacher's permission. Members of the squad may leave a subject class early or arrive late with the permission of the subject teacher. In such cases there must be a Late or Early Privilege stamped on the back of the membership card by the secretariat.

7. Your badge gives you authority in assisting with the enforcement of the rules governing the students. Your duties must be carried out in a forceful but courteous manner and without any display of arrogance on your part.

8. Your badge does not entitle you to go outside the building during school hours.

9. When you report for duty, you must inspect the area of your post and report any damage or disorder to your lieutenant.

10. You must avoid the use of force. Always try to obtain the cooperation of students. Never raise your hand to a student, except in self-defense. Always keep your eyes on spots where there appears to be trouble.

11. All your actions should be honorable and should be on a plane which will instill in all

students of Tech a respect for law and order and for the Service Squad.

12. Reporting students for infractions is not always necessary. You may decide to have him pick up what he has dropped, return the same way he came, etc., as sufficient amends. Frequent offenders and serious cases should be reported to the teacher-in-charge of the area or to your lieutenant. Punishment should not be assigned or promised by a squadman. That is the duty of the teacher.

13. Each squadman must know the number of his/her squad, the name of his/her lieutenant, his/her first lieutenant, and the executive officers of the squad.

14. The primary loyalty of each squadmember should be to the school and the squad as a whole.

General Orders to All Lieutenants

Lieutenancy is an introduction to leadership training. A lieutenant may be appointed in his/her 5th term and has the responsibility of supervising a squad efficiently and of gaining the respect of his/her squadmen. One who applies should maintain a weighted average of 80% or better.

In appreciation for the service rendered and the responsibilities undertaken, a lieutenant upon graduation may be awarded a gold key and an honor certificate if he/she has three years of outstanding service. Lieutenants may also receive a notation on their permanent record as evidence of meritorious service to Tech. In further gratitude for their service, lieutenants may rely upon the faculty advisors for further recommendations. Service credits are awarded.

The lieutenant has at his disposal the use of room BW6, known as the Service Squad Office. The Squad Office offers the lieutenant locker facilities and a place to spend his/her free periods. In return for these conveniences, it is the responsibility of the lieutenant to see that the office is kept quiet and clean. All books and clothes must be stored in the lockers at all times.

1. The first responsibility of a lieutenant is the organization of a squad. In doing this, he/she should follow this procedure:

a. Check the applicants past record, if any. If he/she has ever resigned or been discharged from the squad, special consent of the officers is necessary.

b. Obtain from the secretariat a roster sheet.

c. Distribute card and badge after applicant is accepted.

d. Submit lieutenant, corporal, and squadmen program cards when requested by the secretariat.

2. Sign the log sheet every morning before going on post. Lieutenants must also read the bulletin board *each day* to keep informed on special orders and instructions.

3. Lieutenants are to sign the free period chart and must spend their free periods in BW6 or an assigned area.

4. Lieutenants are to check the "See Me" board every morning. If your name appears there, see the designated squad official at once.

5. Lieutenants are required to keep a log book.

6. Door Squad Lieutenants:

a. Door squad lieutenants must see to it that the doors are covered at all times and that their squadmen are properly relieved during change of periods. A three-minute early privilege pass can be obtained for squadmen.

b. If possible, a minimum of two squadmen should be posted at each door.

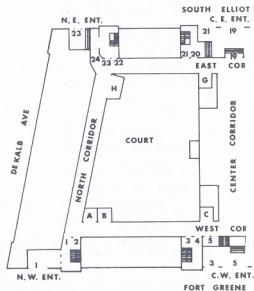
c. Door squad lieutenants should keep themselves constantly informed as to the orders concerning specified doors.

7. Every lieutenant is responsible for seeing that he has the following special assignments which must be faithfully performed:

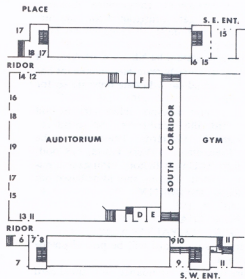
- a) Fire Drill Assignments
- b) Smoke Patrol Assignments
- c) Prefect Post Assignments
- d) Elevator Assignments

8. It is the responsibility of every lieutenant to see that his rating sheets are neat, accurate, and handed in on time.

9. *A lieutenant should feel honor bound to report to the executive officers any action or lack of action which prevents the fulfillment of his duties. This includes any action by a fellow lieutenant that may be detrimental to the prestige and honor of the Service Squad in general.*



PLAN OF B.T.



H.S. ENTRANCES

Squad Cards

1. An accurate record of the attendance of each squadman must be kept by the corporal-in-charge of the squad on a card constructed for that purpose. All absences must be recorded no later than the next day.

2. Squad cards should be NEAT, CLEAN, and COMPLETE. If a newly promoted lieutenant has never made a squad card, he/she must do so for the first card.

3. The lieutenant is responsible for rating, on the squad card, the members of the squad for each third and for the term. The ratings to be given are: E-Excellent, V-Very Good, G-Good, S-Satisfactory, U-Unsatisfactory. Pluses and minuses are permitted. Ratings should be based on:

1. RESPONSIBILITY
2. INITIATIVE
3. PUNCTUALITY
4. SPIRIT-LOYALTY

4. A sample squad card will be posted on the bulletin board.

5. Before recording attendance on a squad card it must be initialed by the 2nd lieutenant-in-charge and then the 1st lieutenant-in-charge.

6. Corporals-in-charge must keep old squad-cards as records until the new term begins.

Report Slip

When it becomes necessary to report a student, the lieutenant must do so in type, or writing, on a regular form which may be obtained in BW6 as soon as possible after the incident.

1. Report slips should be *neat, legible*, and in black or blue ink.

2. State clearly the facts of the case.

3. Give the name, official section, and transportation and/or identification card number of the student reported. Include the name(s) of witness(es), if any.

4. Give the date, the exact time, and the name of the officer reporting.

5. Lieutenants *only* may fill out report slips.

6. Report slips must be initialed by one of the executive officers.

SQUAD NUMBERS

Each squad has a number of letter by which it is identified in the records. Each member of a squad should know this number or letter.

Sub-Zero Squad

The Sub-Zero Squad is the earliest on duty. Its members must be on duty by 7:15 a.m. every school day.

The duties of this squad are as follows:

1. To admit students according to the following time schedule:

DOOR	TIME
All doors	After 7:30 students with proper passes are to be admitted at specified time.
All doors	7:40—Students who have zero period class.
N.E.	7:45—Students who attend breakfast in the school cafeteria.

2. Extend a "Good Morning" to every teacher and adult who enters your door.

3. The Sub-Zero Squad is relieved at 7:45 by the Zero Period Squad.

Zero Period and Zero-Nine Squads

Zero-Nine Squads serve in the morning and again in the afternoon. The Zero Period Squad serves on the doors in the morning until 8:25.

Squadmen may not enter the building before a specific time set by the administration and must show their cards to the squadmen at the doors.

Zero-Nine Squads are divided into two groups: Elevator Squads and Floor Squads.

Duties of Elevator Squads

1. Students must be formed into a double line along the corridor wall.

2. Count off the number of passengers specified by the elevator operator and do not permit more to enter. The line should be cut off several feet from the elevator doors.

3. Lines should be formed in the basement. The line must be kept adjusted so as to give elevator service to as many as possible and yet have the basement corridors cleared.

4. During passing, elevators will make express trips to the sixth floor only.

5. Elevator lines should be held back until the elevator is cleared.

6. Only those passes signed by the dean-in-charge of elevator passes should be honored on the elevator. These passes are valid only for the time(s) indicated on them.

Duties of Zero-Nine Squads

1. Squadmen should stand in the center of the corridor while on duty. They should not leave their posts to visit others.

2. At various times special rules will be made by the floor managers. These are to be obeyed, and the faculty advisors notified of the change. The squads will cooperate with the floor managers at all times.

3. If possible, students should be allowed into all classrooms except drawing rooms and shops. While in the classroom or in the hall, students must be kept orderly.

4. Students should be kept from running or creating a disturbance in the halls.

5. Students should be directed to walk on the proper side of the corridor.

6. Students waiting for locked classrooms to be opened should be kept along the corridor walls. Make certain that traffic can move unimpeded through the halls.

Duties of Door Squads

The door squads consist of Sub-Zero Squads, the Zero Squads, and 3-6 period door squads.

These squads are organized to guard all of the entrances to the building during the school day. Each entrance shall have at least two squadmen on duty each lunch period.

Members of these squads are the first students met by visitors to our building. Therefore, they should be neatly dressed, alert, courteous, and representative of the high standards of Tech.

1. The Zero Squads relieve the Sub-Zero Squads at 7:45 and remain on post until relieved by their lieutenant.

2. The duties of the Zero Squads are the same in general as those of the doors squads. Make certain that traffic flows smoothly through the doors in the morning.

3. After the late bell has rung, no students should be allowed into the building except through those doors especially designated for giving out late passes.

4. Report to your post promptly.

5. The area of your post must be clean and neat. Papers or other trash must be disposed of in the nearest waste receptacle. Report to your lieutenant any damage or disorder found when you arrive on post. The first squadman to arrive on post should require that any trash be removed by the squadman whom he relieves.

6. Do not leave your post until properly relieved by your lieutenant.

7. Do not go outside the building.

8. Outside doors must be kept closed. At no time and under no circumstances must any articles be placed in doors to keep them open.

9. Students with passes may leave the building by any exit. Squadmen at the exit shall inspect the passes for the date, the time of day, and the signature of the proper school official.

10. Passes must be checked daily. Do not take for granted that a student has a pass because he says he has or because he had one the day before.

Work passes are frequently changed or cancelled. They are valid only for the time indicated on them.

11. When approaching visitors, be pleasant and respectable in manner. Use correct English. Visitors to the building should be asked the purpose of their visit and then should be directed to the proper office. If you do not know which office is correct, take the visitor to 1W12. No visitor is allowed above the first floor without a pass from the Deans' office or from the Northeast security desk. This rule also applies to former students of this school.

12. Do not leave your post uncovered under any circumstances. If you are alone on post, send all visitors to the N.E. entrance.

13. Visitors (students) on post are strictly forbidden.

14. Note to N.E. squadmen: Students in the surveying squad leaving or entering the building must show special passes.

Prefect Post

1. All corporals and lieutenants are to serve during prefect (9:58-10:13).

2. Squadmen may volunteer to serve on prefect posts. In such cases, written permission of the prefect teacher is required. In addition, it is the responsibility of each squadman serving on prefect post of have his/her attendance accurately recorded.

3. Those students whose classes commence with 3rd period are to enter through the C.W. door until the late bell rings (10:03). After this time, they are to enter through the N.E. door.

NOTE: All other students (with schedules not beginning with 3rd period) are to be considered late and must be sent to the N.E. door.

4. The 3rd period Lunch Squads relieve the Prefect Post Squads at the beginning of the 3rd period (10:13).

LUNCHROOM SQUAD

1. Squadmen will be assigned to all doors and elevators on the 7th floor.

2. Any student entering the cafeteria late must show a pass or a program card.

3. Any student wishing to leave the 7th floor or use an elevator must show a pass signed by a teacher.

4. Students wishing to take food out of the cafeteria must have a special pass. No plastic trays are to be removed from the cafeteria.

Duties of the Executive Officers (Captain and two Inspectors)

1. The captain signs all membership cards.

2. The captain conducts squad meetings.

3. The captain is the presiding officer at all court martials.

4. The officers organize the squad.

5. The officers supervise and administer the squad.

6. The officers for the ensuing terms, with approval of the faculty advisors, promote members to the rank of 2nd lieutenants for that term.

7. The current officers, with approval of the faculty advisors, promote 2nd lieutenants to the rank of 1st lieutenant for the ensuing term.

8. The officers prepare prefect posts and fire drill assignments.

9. The officers check and initial all report slips.
10. The officers, in conjunction with the faculty advisors, prepare squad policy.
11. The officers coordinate elevator and smoke patrol assignments.
12. The officers prepare end of term service assignments.
13. The officers check and initial all rating sheets.

Duties of the Secretariat

1. Prepares permanent record cards for squadmen and files them in alphabetical order.
2. Collects all program cards from all squadmembers.
3. Fills out "Send For" slips.
4. Processes report slips.
5. Prepares service credits at the end of each term.
6. Types up memorandums.
7. Posts notices on bulletin boards.
8. Collects duplicate keys or combinations to the lockers in BW6 from all lieutenants at the beginning of each term.
9. Keeps and checks daily log sheets.

10. Distributes rating and roster sheets.
11. Issues badges and membership cards.
12. Prepares a semi-annual discipline report for the principal and administrative assistants.

END OF TERM SERVICE

The Squad also renders service to the school during final examination and Regents weeks. At this time, officers and squadmen are responsible for the quick and smooth movement of students in the school and through the doors.

Squadmen assigned to the doors must greet all visitors and conduct them to the General Office (1W12), if you are unable to determine where to send them in relation to the purpose of their visit. Door areas must be kept clean and orderly. At no time and under no circumstances must any article be placed in the doors to keep them open. The only students permitted to enter the building are those with examination cards or with a pass signed by a teacher.

All lieutenants and members applying for promotion are required to participate in at least the minimum number of sessions as specified by

the executive officers. All other squadmembers should volunteer their services and will receive extra service credits.

Each day is composed of two sessions, a morning session and an afternoon session. The respective durations will be determined by the officers.

To All Squad Personnel:

The purpose of this handbook is to provide a frame of reference for the execution of your duties. Due to the ever-changing aspects of this school, you must adapt this book to the conditions present.

This booklet is dedicated to the Officers and the Squadmen who have made the Service Squad the finest organization in Brooklyn Technical High School.